

PFQ Introductory Certificate in Project Management

Duation

2 days

Who is this course for?

- Those who are new to project management or working within a project team.
- Experienced Project Managers who have not taken any formal qualifications for some time (if at all) and would like a refresher course before attempting the PMQ.

Benefits of this course

- A practical introduction to project management
- Course structured to ensure high pass rates are achieved
- Flexible course structure that will fit around your job and business
- Highly experienced tutors
- Additional tutor support both online and by phone
- Extensive e-learning package and course notes

Examination

- The examination is one hour and consists of 60 multiple choice questions. To pass the exam, you must achieve a mark of 60% and over.
- Once completed, you will be eligible for a discount on your application to become an associate of the PFQ.

Unique course structure

- This course is offered on a 'blended learning basis'. This means that it will combine periods of home study with attendance on practical workshops and finishing with the IC exam.

- Typically the course will consist of pre-course preparation work, followed by a 2-day workshop, with the exam taken at the end of the second day.
- This provides you with sufficient time to absorb course material and put it into practice at work. It is particularly suitable for those with busy workloads.

Other options

- This course is also available on a distance/ e-learning basis where you will study at your own pace, at home or work and take the exam when you are ready.
- We can also come to you and incorporate your organisation's values, project management processes, tools and techniques.
- Tutor support is still provided in both of the above options either by phone or online.

continued overleaf..



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Topics covered

- Project/programme management
- Estimating
- Scheduling
- Portfolio/resource management
- Project life cycles
- Risk Management
- Organisation roles
- Procurement
- Project sponsorship
- Quality
- Projects context
- Change control
- Business case
- Configuration management
- Project management plan
- Issue management
- Teamwork
- Communication
- Leadership
- Info management & reporting
- Stakeholder management
- Project reviews
- Success and benefits
- Handover and close out
- Scope

For further information or for course dates
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